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INSTRUCTION NO.  
LI 20-110-5

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PERSONNEL  
17 April 1958

SUBJECT: Organization and Meetings of the Logistics Career Board

RESCISSIONS: (a) LI 20-110-4 dated 14 June 1957  
(b) LN 20-190-88 dated 1 April 1957

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1. GENERAL

This Instruction establishes the organization of the Logistics Career Board, and provides for the convening of Board meetings and voting.

2. ORGANIZATION OF THE BOARD

The Logistics Career Board will consist of:

- a. The Head of the Logistics Career Service ex-officio.
- b. The Deputy Director of Logistics to serve as the permanent Chairman. If the Chairman is unable to attend a meeting, he will designate one of the permanent members of the Board to serve as Acting Chairman.
- c. Seven (7) permanent members consisting of the Heads of the following Office of Logistics Offices or Staffs:

Executive Officer  
Administrative Staff  
Procurement Division  
Real Estate & Construction Division  
Supply Division  
Transportation Division  
Printing Services Division

A Board member unable to attend for reasons such as TDY, annual or sick leave, etc. will designate an alternate to attend Board meetings in his place.

- d. Other individuals who will attend Board meetings are:

(1) Logistics Personnel Officer.

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- (2) Logistics Career Management Officer, or his designated alternate, to serve as Secretary to the Board. Duties of the Secretary of the Board are:
  - (a) Preparing and distributing an agenda prior to Board meetings.
  - (b) At Board meetings, presenting items on the agenda for Board review and action.
  - (c) Preparing and distributing approved Board minutes in the aftermath of Board meetings.
- (3) Employees or officials as may be invited by the Chairman of the Board in order to obtain from them pertinent information.
- (4) Logistics officials at the Branch Chief or equivalent level as may be invited by the Chairman of the Board for the purpose of having them observe Board proceedings.
- (5) Representatives of the Office of Personnel as may be invited by the Chairman of the Board for the purpose of having them observe Board proceedings or provide technical assistance or advice.

### 3. BOARD MEETINGS

Meetings of the Logistics Career Board will be convened at the request of the Chairman of the Board, or at the direction of the Head of the Logistics Career Service.

### 4. VOTING

- a. Board members and designated alternates will have one vote each.
- b. The Chairman of the Board will not vote except in the event of a tie.
- c. A quorum will consist of four Board members exclusive of the Chairman.
- d. The Logistics Personnel Officer and the Logistics Career Management Officer will not vote.

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